



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

December 28, 2009

Zaneta Brommer, Human Resources Manager  
TOLCO a brand of NIBCO INC  
1375 Sampson Ave.  
Corona, CA, 92879

Dear Ms. Brommer:

RE: FINAL MONITORING REPORT for TOLCO a brand of NIBCO INC (TOLCO) – ET08-0277

Date of the Visit:	12/16/09
Beginning/Ending Time:	2:00 p.m. – 3:30 p.m.
Date of Last Visit:	04/30/09
Visit Location:	Corona, California
Persons in attendance:	Zaneta Brommer, Human Resources Manager TOLCO, and Carole Robinson, ETP Contract Analyst.
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	12/26/07 – 12/25/09	Agreement Amount:	\$169,650
Training Start Date:	02/19/08	No. to Retain:	145
Date Training must be Completed:	09/24/09	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	65

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

**FINAL REPORT SUMMARY:**

• **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 02/08/08 and training began on 02/19/08. You reported that all class/lab training for this Agreement was completed by 09/18/09, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement (12/25/09).

• **INTERVIEW WITH COMPANY REPRESENTATIVE**

You stated that Tolco did not experience any difficulty with the administration of this Agreement. Overall, it was well worth TOLCO's time and effort to manage this ETP funded training plan.

You stated that employee involvement in company business processes has increased tenfold through weekly Kaizen, 5S, and other continuous improvement efforts that have been implemented company-wide. You also reported that the training delivered allowed TOLCO to remain competitive during the current nationwide economic downturn. Training set a new foundation for plans the company has to broaden its manufacturing line and global position as a manufacturer of seismic braces and other fittings for fire protection, and other industrial markets. You informed Ms. Robinson that TOLCO's management team reports future training plans are now being formed based on documentation that this ETP funded training was instrumental in increasing employee morale, safety numbers, and productivity which is now up by 20 percent. You stated that TOLCO is definitely interested in pursuing ETP funding to continue with its manufacturing expansion efforts.

Ms. Robinson reported that currently ETP is not accepting pre-applications for companies such as TOLCO due to the depletion of Employment Training Tax funds. She suggested that the ETP website be periodically checked for the most current updates and consider requesting ETP funding for a second Agreement when ETP can once again accept pre-application requests for future funding opportunities.

In terms of performance relating to this agreement, Ms. Robinson assisted you with closeout procedures and directions regarding either dropping or invoicing for the remaining trainees who remain active. According to ETP records as of the date of this report, TOLCO retained 101 trainees (70% of planned retention). Based on Online Class/lab Tracking data, the company will earn a total reimbursement of \$69,650 (100 percent of the total encumbered amount) provided all other terms and conditions of the Agreement are met. You stated that TOLCO's Final Contract Closeout Invoice will be submitted no later than 01/24/10.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Retention)	Number of Trainees Completed Retention
1	109	121	20	101	0	101

### **SUBAGREEMENTS:**

You reported that all training was delivered by in-house trainers (employees of TOLCO) or by an outside vendor, Riverside Community College. The invoice for training services for Riverside Community College was submitted during a previous Monitoring Visit and the required information was entered using the ETP Online Subcontractor List. (ETP100D). Two other potential training vendors were identified during development of TOLCO's training plan, however, they were not actually used for the provision of any training for this Agreement.

### **AUDIT:**

TOLCO will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

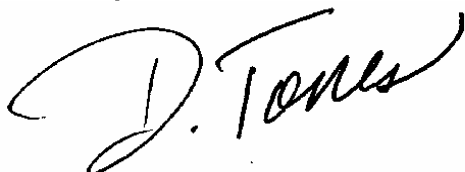
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, Training was not observed. Ms. Robinson observed a class/lab session previously during a Monitoring Visit.

If you have any questions or comments regarding the information in this letter, please contact Ms. Robinson at 619-686-4971, or [crobinson@etp.ca.gov](mailto:crobinson@etp.ca.gov), within ten (10) working days from the receipt date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Torres", with a stylized, flowing script.

Diana Torres, Manager  
San Diego Regional Office

A handwritten signature in cursive script that reads "Carole Robinson".

Carole Robinson, Contract Analyst  
San Diego Regional Office

cc: Kulbir Mayall, Manager, ETP Fiscal  
Master File  
Project File

Date report e-mailed to Contractor: 12/29/09



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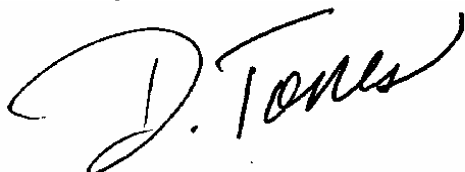
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